

Fall 8-15-2012

ENG 1001G-020

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ENGLISH 1001G SYLLABUS

MWF, 11:00AM – 11:50AM – 2120 Coleman Hall

Professor: Dr. Ruben Quesada **Email:** rmquesada@eiu.edu **Office:** Coleman Hall 3562
Office Hours: MW 10:30AM – 11:00AM // MW 3:00 PM – 4:30 PM & by appointment

COURSE DESCRIPTION: This course focuses on the reading and writing of expressive, expository, and persuasive essays. Attention is given to effective expression, clear structure, adequate development, and documentation of sources. Textual analysis will include traditional print products as well as visual artifacts. **Prerequisite:** Students who have earned an ACT score in English of 14 or below, or who do not have test scores on file with the university, must pass English 1000 before enrolling in English 1001G.

COURSE OBJECTIVES: Students will receive instruction that enables them:

- To write expository and persuasive papers in which paragraphs, sentences, and words develop a central idea. These papers should reflect an understanding and a command of recursive writing processes: generating and prewriting strategies for formulating a thesis, methods for planning and drafting a paper, strategies of revising for clarity and adequate development, and means for polishing and editing. These papers should demonstrate consideration and employment of effective methods of organization. At least on paper will introduce students to methods of library, online and/or field research, entail the use of primary and secondary source materials drawn from both online and library sources, and reflect current principles of documentation.
- To write focused, adequately developed paragraphs and sentence in standard written English that are direct, economical, free of ambiguity, structurally appropriate for the ideas expressed and suitable to the purpose of the text.
- To develop the ability to evaluate and criticize their own and their peers' writing.
- To develop the ability to understand and evaluate culturally diverse course materials reflecting historically, socially, and culturally relevant issues.

REQUIRED TEXTS:

Faigley, Lester, ed. *Writing: A Guide for College and Beyond*. New York: Longman, 2010.

Linda Peterson et al., ed. *The Norton Reader* (13th Edition), 2012.

Graff, Gerald, and Cathy Birkenstein. *They Say, I Say: The Moves that Matter in Academic Writing*. New York: W. W. Norton, 2006.

Hacker, Diana. *A Pocket Style Manual*. Boston: Bedford/St. Martin's, 2012.

REQUIREMENTS (Total, 100%):

- **Essays, 65%:** You are required to submit all work on your essays, from beginning to end -- outlines, rough drafts (save/print a copy of each rough draft before new revisions), and final draft. Each essay requires a conference before its submission:
 - Reflective Essay (10%, 1000 words)
 - Informative Essay (15%, 1500 words)
 - Analytical Essay (20%, 2000 words)
 - Persuasive Essay (20%, 2500 words)
- **Writing Exercises, 10%:** You will be responsible for submitting (bi) weekly writing exercises related to your reading. These exercises will assist you in developing your essays and assist you in synthesizing the text.
- **Group Presentation, 10%:** You will be responsible to coordinate a thoughtful and well-organized presentation in a group of 2 – 3 of your peers on one chapter from *They Say, I Say*. You must sign up for a presentation during the first week of class. In addition, you will write a short typed, one-page, single-spaced, reflection on your participation and experience in the group. This statement is due prior to your presentation.
- **Participation/Twitter, 15%:** You will be required to participate in discussion on the

reading/writing, both in & out of class. Part of your participation will include the use of Social Media. You are required to follow our course Twitter account, @EIUWrites. You will be required to tweet a minimum of three (3) times per week for a total of thirty (30) tweets by the end of the semester. Your tweets must be relevant to the reading and writing assignments.

CONFERENCES: We will have mandatory conferences on all essays to discuss your outlines/rough drafts (class will be cancelled for face-to-face meetings with each of you). I will use conferences to answer questions and to address global issues in your work rather than to clean up your grammar, typos, etc., so be prepared to be your own editor.

ATTENDANCE, MAKE-UP WORK, AND LATE WORK:

- If you are absent, it is your responsibility to find out what you missed. Regular attendance is mandatory; your grade will be impacted after two (2) or more unexcused absences. Absences on due dates, test dates, or conference dates will not excuse the submission of the assignment; assignments must be present even if you're not.
- Excused absences are granted only for **serious and verifiable** reasons (such as illness documented with a doctor's note), NOT for matters of personal convenience, **nor for illnesses or emergencies for which you have failed to provide verification**. You must initiate process of documenting your absence as excusable; merely calling or emailing to say you will miss class is **NOT** acceptable verification of the legitimacy of your absence. **I reserve the right to determine what is/is not an excused absence.**
- Attendance is recorded daily; absences will substantially hurt your grade, especially as follows:
 1. In-class work (quizzes, writing exercises, etc.) may NOT be made up.
 2. Late work is NOT accepted under any circumstance.
 3. Part of your final grade is based upon daily activities: contributions to class discussions; daily writing, revision, or grammar activities; a presentation; peer evaluation; conferences, and other activities that can be completed only if you're here.
- If participating in official EIU activity, work you'll miss must be completed in advance. Remind me of your upcoming absence (not just a list of dates in a letter), allowing yourself enough time to complete assignments before you leave.
- **Missed assignments will receive zero points.**

E-MAIL/COMMUNICATION: You may e-mail me at: rmquesada@eiu.edu. Typically, I check e-mail periodically, Monday – Friday. I will respond to any emails that I receive over the weekend on Monday morning. I expect students to use professional language and tone in all communication with me, including in email.

E-mail messages you would like me to answer should include last name and class name in the subject line: [Your Last Name] – English 1001. Your message should begin with a greeting (Dear Dr. Quesada,) and it should end with your signature (Sincerely,).

If you have missed a class meeting, consult classmates regarding assignments before e-mailing questions to me. **BE ADVISED:** I am unlikely to respond to e-mails that are improperly formatted or that ask questions you can answer for yourself.

ESSAY COMMENTS: You will receive detailed comments from me on all major writing assignments. The comments explain the grade you received and also help you improve as a writer. Be sure to read the comments and to discuss them with me if you have any questions. I will return your essay within 10 days of submission.

ELECTRONIC DEVICES: You may use electronic devices for relevant and appropriate reading, note taking, or social media participation, related to the course. You must turn off the sound to your devices (phone, computer, etc.) before instruction begins. If your device goes off in class, your participation

grade will be affected. Be respectful of others and their work, particularly during lectures or presentations. If you are disrespectful, you may be asked to leave and will be counted absent for that class period.

GRADING: English Department standards will be used to determine grades on all written work to evaluate not only the quality and development of your ideas, but also your style, organization, grammatical proficiency, etc. While you will be graded on a variety of activities, the quality of your writing will largely determine your grade in this class. In calculating your semester grade I will use a 100pts scale.

WRITTEN ASSIGNMENT STANDARDS: All assignments must be typed and formatted to MLA Formatting and Style Guidelines <http://owl.english.purdue.edu/owl/resource/747/01/>. Assignments not following these directions will NOT be accepted and will receive a grade of zero. *Attention:* Untyped or improperly formatted assignments will not be considered acceptable for submission. Handwritten work is considered incomplete and should never be submitted as acceptable work. Please proofread all written work for grammar, spelling, and punctuation errors, as a clean, error-free essay suggests respect for the time and effort your instructor will spend reading your work. For additional assistance with your assignments visit EIU's Writing Center.

WRITING CENTER: I encourage you to use EIU's Writing Center located at 3110 Coleman Hall. This free service provides one-to-one conferences with writing center consultants who can help you with brainstorming, organizing, developing support, documenting your papers, and working with sentence-level concerns. The writing center is open to help any student from any major at any stage of his or her writing process, and its system of one-to-one conferences demonstrates value and respect for individual writers, all of whom can benefit from feedback about their works in progress. To schedule an appointment, you can drop by the Center (3110 Coleman Hall) or you can call 581-5929. The writing center is open Monday through Thursday, 9:00 AM to 3:00 PM, and 6:00 PM to 9:00 PM. On Friday hours of operation are 9:00 AM to 1:00 PM.

OFFICE HOURS: I am available during office hours or by appointment only. Office hours are reserved for answering your questions & concerns. Topics suitable for discussion during office hours include, but are not limited to: help revising assignments, clarification on assignments, brainstorming on assignment topics when relevant, concerns about commentary and/or grades, and quandaries about English in general. If you find yourself unable to come by my office during those hours due to class conflict or a similar problem and need to speak with me, you may set up an appointment with me via email. The condition to those appointments is that you must attend an appointment you set up, or notify me via email of your impending failure to attend within 2 hours of your appointment. If you miss your appointment & fail to notify me, it will affect your participation grade.

PLAGIARISM POLICY: Any teacher who discovers an act of plagiarism – ‘the appropriation or imitation of the language, ideas, and/or thoughts of another author, and representation of them as one’s original work’ (*Random House Dictionary of the English Language*) – has the right and the responsibility to impose upon the guilty student an appropriate penalty, up to and including immediate assignments of a grade of F for the assigned essay and a grade of F for the course, and to report the incident to Student Standards. Respect for the work of others should encompass all formats, including print, electronic, and oral sources.

Plagiarism means taking the words or ideas of another person and passing them off as your own. To avoid it, take special care when using outside sources (including Internet sites): if you incorporate such material into your work, you must follow MLA Guidelines.

INFORMATION FOR STUDENTS WITH DISABILITIES: Please contact the Coordinator of the Office of Disability Services (581-6583) as early in the term as possible if you have a documented

disability and wish to receive academic accommodations.

INFORMATION ABOUT THE EWP: As a graduation requirement, you must submit 3 essays to be included in your Electronic Writing Portfolio; you may choose to submit one essay from this class to help fulfill that obligation. Please go to www.eiu.edu/~assess/ewpmain.php for complete information.

STUDENT CONDUCT: Responsible citizenship among college students includes honesty and integrity in class work; regard for the rights of others; and respect for local, state, and federal laws as well as campus standards. Demonstrating courtesy to others is important in this class. Problems with inappropriate behavior will result in your dismissal from class and will adversely affect your grade. Conduct includes arriving prepared and on time.

ADDITIONAL DISCLAIMERS: To ensure that all students have the opportunity to gain from time spent in class; students are expected to assist in maintaining a classroom environment that is conducive to learning.

ADDITIONAL POLICIES: Course syllabus is subject to change.